

# Bridgette Reynolds

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## Education

### West Chester University of Pennsylvania

West Chester, Pennsylvania

### Bachelor of Arts in Communication Studies

August 2013

## Professional Experience

### Hologic, Inc.

San Diego, CA

### Contracted Marketing and Communications Coordinator

January 2017 to Present

- Manage purchase orders (PO) development for the department, including vendor set-up
- Write quotes for journal reprints, re-orders of promo items, etc. using TRAC Solution
- Follow up with marketing team to ensure accuracy in Agile Systems and manage team's calendar
- Manage shipping of literature to the point of action (POAs) and tradeshow
- Participate in coordination of tradeshow-related logistics including managing budgets, tracking costs, and post-show survey deployment and analysis
- Manage all regional tradeshow requests, including payments and the ordering of display materials

### Just in Time for Foster Youth (JIT)

San Diego, CA

### Contracted Volunteer Engagement Specialist

August 2016 to December 2016

- Lead the collection of volunteer data and its transfer to the Salesforce CRM database
- Created and executed communications to increase volunteer recognition, stewardship, and retention through mass emails, newsletters and phone calls to volunteers
- Facilitated recruitment and coordination for over 100+ volunteers for multiple JIT events
- Assisted with in-kind donation drives that raised over \$10,000 in gift cards and household items

### AmeriCorps VISTA - Marketing and Social Media Developer

August 2015 to August 2016

- Committed one year of full-time national service to nonprofit serving at-risk former foster youth
- Managed all social media accounts, website content, and public calendar (jitfosteryouth.org)
- Was team lead responsible for soliciting donors and planning the annual fundraising Walk the Talk event's silent and live auction that raised over \$60,000
- Facilitated coordination for 10 volunteers for the annual fundraising Walk the Talk event

### Habitat for Humanity West Hawaii

Big Island, HI

### AmeriCorps VISTA - Resource Development Coordinator

July 2014 to July 2015

- Committed one year of full-time national service to nonprofit organization serving affordable housing
- Utilized attention to detail to create newsletters, press releases, annual appeals and procedure manuals
- Managed all social media accounts, website content, and public calendar (habitatwesthawaii.org)
- Assessed and formulated grantee applications for fifteen foundations totaling over \$150,000
- Oversaw Global Village programs and projects; recruited and coordinated 200+ volunteers

## Skills and Qualifications

- Proficient in Agile, Goodway, Google Analytics, Hootsuite, MailChimp, Microsoft Office Suite, Oracle, SACKS, Salesforce, Salsa, SharePoint, Word Press